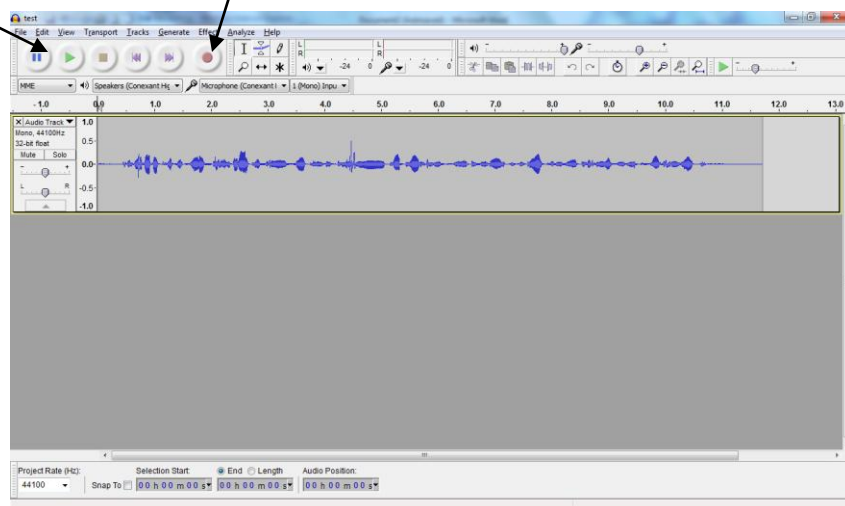


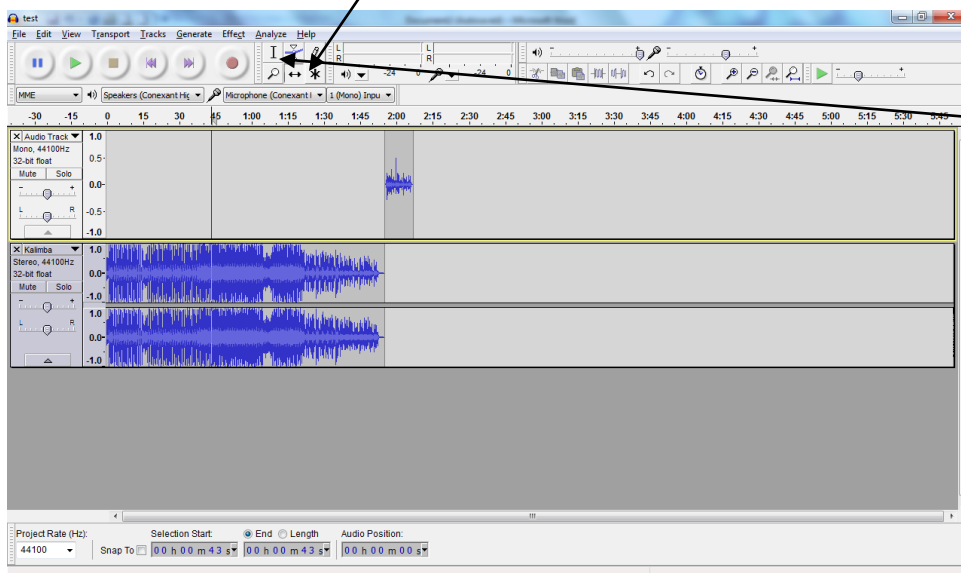
Student Directions:

To create our podcasts we will use the **Audacity** software. To find the correct software look for it in programs. We will go over the directions on how to use the software together in class. If you forget you can refer to this list:

1. Plug in your headphones
2. Open the software
3. Click on the red button and start speaking
4. Click pause if you need to cough or giggle
5. When you done replay and listen.

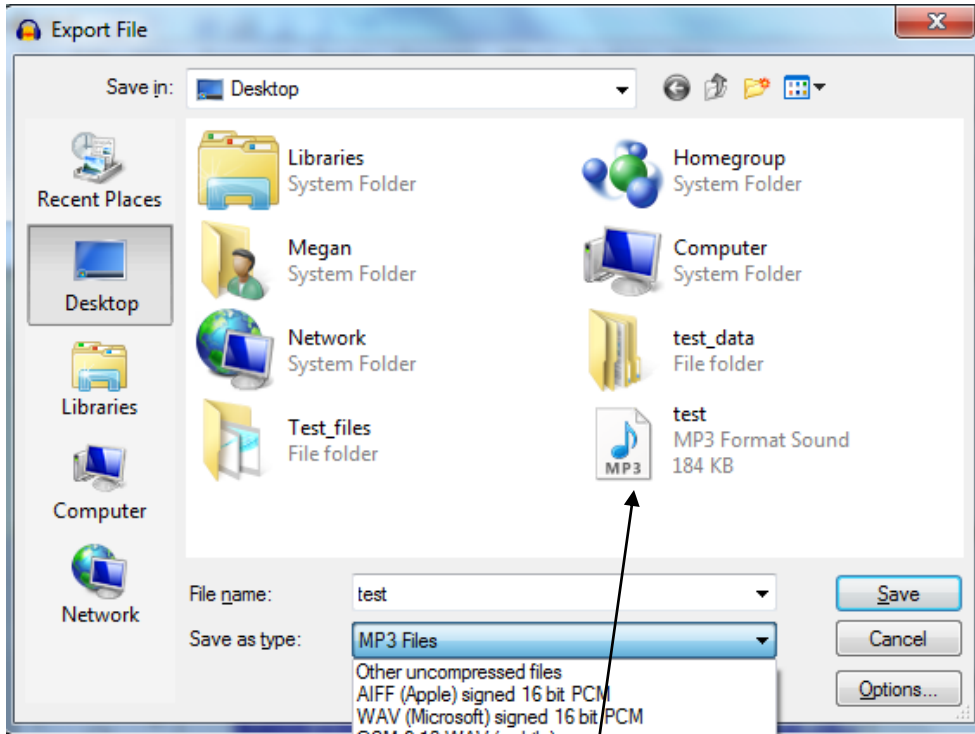


6. Under the 'File' menu choose 'Save project' so you can work on it another time.
7. Once you have re-opened the saved project you can add music at the beginning and or the ending of the project.
 - a. go to www.freeplaymusic.com website and select a short segment of music.
 - b. save the music selection from the 'save' side of the website.
 - c. go to the 'File' menu again and choose 'import'. Import in the saved music.
 - d. Using the 'time shift' tool move the music track to the correct location. You will



know you are there when a yellow line appears. 'Highlight' track.

8. Repeat step #6 and save the project again.
9. Listen to track and make any necessary edits.
10. Choose 'File' menu.
11. Choose 'export'
12. Name the project and be sure to choose 'mp3' format.



13. The saved project will look like this

Reminder:

Red button = record

Blue button = pause

Brown button = stop